

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



DEPUTY COMMUNITY DEVELOPMENT MANAGER

Community Development Department – Redevelopment and Revitalization Division
Recruitment Code #: 300207

OPENING DATE: September 2, 2008

CLOSING DATE: Open until the needs of the City are met. First review of applications will be September 29, 2008; this position may close at that time.

ANNUAL SALARY RANGE

\$93,885 - \$126,745

This position is FLSA-Exempt - ineligible for overtime compensation and/or compensatory time.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

MINIMUM QUALIFICATIONS

Education:

Requires the equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, economics, business administration, or a related field. A Master's Degree in a related field is preferred.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).

Work Experience:

Requires the equivalent to five years of full-time increasingly responsible professional experience in administering housing, redevelopment, related federal grant, and/or neighborhood revitalization programs, including two years of administrative and supervisory responsibility or directly related field. *Candidates must have the minimum amount of work experience. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

APPLICANT REQUIREMENT

In addition to completing the City of Tempe application, applicants must complete the attached supplemental questionnaire (Part I, II & III). Incomplete application or supplemental forms will result in being disqualified from further consideration. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application. Continuation of employment is contingent upon passing an FBI background investigation.

REPRESENTATIVE DUTIES

For the complete job description go to: <http://www.tempe.gov/jims/>

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Insure that internal and external customers are provided the Division's services in the most courteous, friendly and facilitative manner possible.
- Administer, plan, and direct the activities of the Revitalization and Redevelopment Division, including the Redevelopment; Housing Assistance, Development, and Grants; Neighborhood Rehabilitation and Revitalization; and Code Compliance Programs.

- Develop, plan, implement, and manage Division goals, objectives and work plans; assign work activities, projects, and programs; monitor workflows; recommend, administer, review and update administrative practices, procedures and policies.
- Select, train, motivate and evaluate subordinate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures.
- Advise, consult and provide information to the Community Development Department Manager regarding redevelopment, housing, neighborhood rehabilitation and code compliance issues and policies.
- Coordinate Division activities with those of citizens, other departments and outside agencies, neighborhood organizations, and the development community; provide staff assistance to the Community Development Department Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Confer with engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in acquiring information and coordinating redevelopment, neighborhood revitalization, and housing matters; provide information regarding City development requirements.
- Manage the development and administration of the Division budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Oversee the Federal Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Neighborhood Enhancement programs; administer and prepare annual applications for federal, State, or other funds; administer, prepare and recommend annual funding allocations.
- Review and approve a variety of contracts and agreements pertaining to related grants and program participants; send and receive a variety of correspondence regarding grants and programs; prepare and submit reports, correspondence and other required documents to federal, State, and other agencies.
- Analyze, develop and present recommendations on complex housing and neighborhood revitalization proposals and issues; provide technical expertise to various boards, commissions, and the City Council in the formulation of recommendations of staff reports and review of programs.
- Participate in a variety of boards, commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings; attend and participate in professional groups and committees.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans for various boards, committees, commissions and the City Council.
- Perform related duties as assigned.

SELECTION CRITERIA

An official City of Tempe application must be filled out in order to be considered for this position. Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

DEPUTY COMMUNITY DEVELOPMENT MANAGER
Redevelopment & Revitalization Division
Candidate Supplemental Questionnaire

Please submit a completed Candidate Supplemental Questionnaire form along with your application. Failure to do so could disqualify you from further consideration in the Deputy Community Development Manager selection process.

PART I: DEVELOPMENT/REDEVELOPMENT EXPERIENCE OVERVIEW

Highlight all your professional experience in the sections provided below. Use one row per position held. For example, if you have held four community development positions use four rows even if three positions were with the same employer.

Business Name / Location / Employment Dates	Population Served	Your Job Title	Highest Number Direct Reports	Describe Position's Primary Purpose or Function
<i>Example: City of Sarasota Sarasota, FL (08/05 – Present)</i>	<i>80,000</i>	<i>Community Development Specialist</i>	<i>7</i>	❖ <i>Oversaw community development program</i>
				❖
				❖
				❖
				❖
				❖
				❖
				❖

DEPUTY COMMUNITY DEVELOPMENT MANAGER
Redevelopment & Revitalization Division
Candidate Supplemental Questionnaire

PART II: COMMUNITY DEVELOPMENT EXPERIENCE IN SPECIFIC AREAS

Each question focuses on a particular area of responsibility associated with our position. This section is designed to allow you an opportunity to expand upon your professional community development experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

DIRECTIONS:

Each answer should be typed and doubled spaced and should not exceed one page.

Along with each response, please include the following when discussing your experience:

- **Your employer(s) name**
- **Your job title(s) at the time**
- **Percentage of time spent performing those respective duties.**

1. Describe your professional experience in redevelopment programs.
2. Describe your professional experience in housing assistance, development and grants.
3. Describe your professional experience in neighborhood rehabilitation and revitalization.
4. Describe your professional experience in code compliance.

PART III: OTHER RELATED EXPERIENCE

1. Describe your professional experience working with budgets. Include the size of budget, your role (including title) and length of experience.
2. Tempe is a landlocked city; however, it is still thriving and developing in a major metropolitan area. If you were selected for this position, how would you go about identifying creative redevelopment programs while balancing the needs of economic growth with the needs of very valued surrounding neighborhood communities?



City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Social Security Number: _____
4. Mailing Address: _____
Street Address City State Zip
5. Phone Number: HOME: _____ WORK: _____
6. Driver's License (Number, State, Class): _____
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: Temporary? Regular?
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:

10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
 - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
 - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐

Date

Department Review ☐

Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

13. Do you have a High School Diploma or a G.E.D.? Yes No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	
			Yes No	
			Yes No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

20. **May we contact your current employer if you are considered for hire/promotion?** Yes No

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$		Per
Work Performed:			
Reason for Leaving:			

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

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Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: _____ Date_____

Applicant Signature_____ Date_____

The City of Tempe does not accept faxed copies of applications.



Optional Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: Female Male

Disabled: Yes No

Ethnic Group:

White

Black

Hispanic

Asian

American Indian

Other

Age Group:

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: _____

How did you hear about this position: _____